



DEPARTMENT OF THE NAVY
COMMANDER NAVY REGION SOUTHWEST
937 NO. HARBOR DR.
SAN DIEGO, CA 92132-0058

IN REPLY REFER TO:

COMNAVREGSWINST 1650.1H

N03R
19 MAR 2004

COMNAVREGSW INSTRUCTION 1650.1H

Subj: POLICY AND PROCEDURES GOVERNING RECOMMENDATIONS FOR
PROCESSING MILITARY PERSONAL AWARDS WITHIN NAVY REGION
SOUTHWEST

Ref: (a) SECNAVINST 1650.1G
(b) NAVADMIN 251/02

Encl: (1) Instructions for Completing the Personal Award
Recommendation (OPNAV Form 1650/3)
(2) Format for Proposed Flag Letter of Commendation
Citation
(3) Format and Sample Proposed Citation for Navy and
Marine Corps Achievement Medal Certificate
(4) Format and Sample Proposed Citation for Navy and
Marine Corps Commendation Medal Certificate
(5) Format for Proposed Meritorious Service Medal
Citation
(6) Format for Proposed Legion of Merit Citation

1. Purpose. To provide guidelines for recommendation and processing of military personal awards to be approved or forwarded by Commander, Navy Region Southwest (CNRSW). This directive amplifies references (a) and (b), which provide criteria, policies and procedures for awards. Enclosures (1) through (6) serve as guidelines for award preparation.

2. Cancellation. COMNAVREGSWINST 1650.1G.

3. Background. One of the most effective means of enhancing morale in a military organization is the prompt recognition of exceptional performance. Recognition may take many forms, ranging from verbal praise to the award of a personal decoration. All appropriate forms of recognition are important to the maintenance of healthy morale.

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4. Awarding Authorities

a. The Secretary of the Navy has delegated CNRSW authority to award the Meritorious Service Medal (MSM), Navy and Marine Corps Commendation Medal (NMCCM) and the Navy and Marine Corps Achievement Medal (NMCAM) per reference (b). Personal awards senior in precedence to the MSM must be forwarded via CNRSW to the Commander, Navy Installations for approval or further forwarding as appropriate.

b. NMCCM authority is delegated to O-6 Commanding Officers designated to wear the command afloat or ashore insignia for personnel in their chain of command per reference (b). NMCAM authority is delegated to all Commanding Officers, regardless of rank, designated to wear the command afloat or command ashore insignia. The individual exercising this authority must be in a position designated as Commanding Officer. There are no waivers or exceptions for personnel in Officer-in-Charge or acting position billets.

c. Awarding authority extends to both the end-of-tour (EOT) and special achievement awards; there is no limitation to the number of awards issued by the awarding authority. This authority applies to all personnel assigned to the command. It does not extend to TAD personnel as the parent command must first concur; it does not extend to other service personnel, except USMC, as the parent service and CNO retain this authority; it does not extend to foreign service personnel as SECNAV retains this authority.

d. Commands will stock all medals and citations/certificates for presentation directly to the member.

e. A copy of the signed and dated citation and a copy of the OPNAV Form 1650/3 will be scanned in Adobe Acrobat and forwarded to the Regional Administrative Office via e-mail: CNRSW award@navy.mil for entry into the Awards Information Management System database and inclusion in the member's microfiche service record. The copy of the citation must have the member's SSN typed in the upper right-hand corner. Title the document (last name, first initial-type of award).

5. Award Considerations

a. Awards are intended to recognize exceptional performance and valor. The value of an award is that it is clearly deserved.

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b. Commanding Officers, Program Managers (PMs) and Directors will ensure that individuals under their operational control who perform exceptional acts or services are appropriately recognized. Any award nomination should be weighed principally on its merits. It is not intended that the level of an award be restricted to a specific rank or grade. Award level is equated to responsibility, which normally increases with rank or grade. Therefore, a larger number of the more senior awards would be expected to gravitate to the more senior officers and petty officers that are assigned to positions with a higher scope of responsibility. Functional Site Managers are responsible for submitting military award recommendations to base Commanding Officers for their assigned personnel. Military awards for Site Managers will be discussed and agreed upon by the base Commanding Officer and cognizant ACOS with the base Commanding Officer signing the award package. Any lack of agreement will be discussed with the Chief of Staff.

c. Meritorious Awards. Reference (a) delineates general Navy policy concerning timeliness for submission of meritorious award recommendations. Fundamentally, military decorations and awards for sustained meritorious service or specific acts have the purpose of publicly recognizing an individual for services that are above and beyond that normally expected. Promptness in presentation of military awards is essential to a successful awards system. A recommendation for meritorious service should not normally be submitted until an individual's detachment is anticipated. Award recommendations for a specific achievement, distinct from normal assigned duties and of sufficient merit to warrant prompt recognition, may be submitted for consideration immediately following the specific act if properly justified.

d. Specific Act Awards. Awards for specific achievements will only cover the period in which the act(s) were accomplished. Additionally, should the member later be nominated for an end of tour award, the specific act achievements will not be used as part of the justification.

6. Awards Boards. Two awards boards are established to review military personal award recommendations submitted to CNRSW prior to forwarding to the Chief of Staff and Commander for final approval or endorsement. The Chief of Staff will determine the membership of these boards. The CNRSW Senior Awards Board, comprised of five Captains, shall review all recommendations for LOM or higher precedence awards. The CNRSW Awards Board, comprised of six members, shall review all recommendations for

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MSMs, and NMCCMs for personnel not having an 0-6 Commanding Officer in their chain of command.

Note: Award recommendations from Naval Medical Center, San Diego will not be sent to a CNRSW awards board.

7. Awards Submission Procedures. All recommendations for personal awards will be submitted electronically to CNRSW award@navy.mil in Microsoft Word 6.0/7.0 with a completed OPNAV Form 1650/3 (see enclosure (1)). Recommendations for a Flag Letter of Commendation will be submitted under cover letter in lieu of OPNAV 1650/3. A double-spaced proposed citation must accompany each award recommendation (see enclosure (2)). If a member received a specific achievement award within the same time frame, a copy of such award must also be submitted along with the award recommendation.

a. Summary of Action. Award recommendations must be submitted in a concise, factual and clearly supportive manner. The Summary of Action should be one page in bullet format with no acronyms and may have an additional page attached. Do not write the summary like a job description, fitness report or enlisted evaluation. Be specific and state concrete accomplishments. Each Awards Board member shall read the summary justification for the awards thoroughly. Poorly written recommendations, date conflicts or insufficient justification for the recommendation causes delay in processing and approval of awards. A Summary of Action is required only for NMCCMs and higher award recommendations.

b. Preparation of Personal Award Recommendation (OPNAV 1650/3). Enclosure (1) refers. The following are repeated errors found in submissions and are listed here to give more clarification. The "from" block of the 1650/3 should contain the DSN and commercial telephone numbers of the originating command to allow rapid contact by endorsing and/or approving activities. In the case of fleet reserve/retirement or separation award recommendations, the dates in Blocks 12 and 14 should be the same. Put the date the individual's separation leave begins in Block 15. The total number of years of active naval service and the effective date of retirement must be included in Block 14. If a ceremony is planned on a specific date, include this information in Block 15. The home address after retirement or separation must be included in Block 16 of the form. Enclosure (1) gives explicit instructions for completing the Personal Award Recommendation (OPNAV Form 1650/3).

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c. Preparation of Proposed Citations. The proposed citation must be unclassified and written with careful attention to grammar, composition and spelling. Avoid peculiar military expression or terminology. The only abbreviations allowed in a citation are U.S. and USS. The opening and closing of a citation shall always follow the example format shown in enclosures (2) through (6).

8. Required Timeline. Award recommendations shall be submitted to Commander, Navy Region Southwest as follows:

- a. Legion of Merit (LM) and MSM 120 days prior to detachment date
- b. NMCCM and NMCAM 30 days prior to detachment date
- c. Flag Letter of Commendation 30 days after event

Note: A written explanation must accompany late award submissions that do not meet the timeline specified above.

9. Presentation of Awards. Individual awards recognizing specific achievements should be presented as soon as possible after the act has occurred with due consideration given to the time required to properly investigate the event, validate the facts and process the award. All awards shall be presented at an appropriate ceremony.



A. D. BRUNHART
Deputy and
Chief of Staff

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www.cnrsw.navy.mil/admin/menu.htm

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INSTRUCTIONS FOR COMPLETING OPNAV FORM 1650/3

1. The following are instructions for completing the OPNAV 1650/3:

- a. PHONE NUMBER: Must include DSN phone number.
- b. BLOCK 2, DESIGN/NEC/MOS: List designator for an officer, primary NEC for Navy enlisted and MOS for Marine Corps. If none, annotate with four zeros.
- c. BLOCK 5, GRADE/RATE: Do not use pay grade. Grade signifies an officer's rank (i.e. LCDR). For enlisted, use their rate (i.e. AMH2).
- d. BLOCK 6, WARFARE DESIGNATOR: This block is for the primary warfare designator. If multiple, only the first one will be recognized.
- e. BLOCK 11, NUMBER OF AWARD OF RECOMMENDED MEDAL: This number shows the numerical succession of the proposed award for which the member is being recommended; it is not meant to show the total of every award that the service member has received. The number of award must be spelled out (i.e. First, Second, Third, etc.).
- f. BLOCK 12, ACTION DATE/MERITORIOUS PERIOD: Dates of action/period must agree with dates in the proposed citation.
- g. BLOCK 15, EST. DETACHMENT DATE: The date member is actually detaching from command (i.e. terminal/separation leave).
- h. BLOCK 16, NEW DUTY STATION: New duty station or retirement/separation address is required, even if presentation is desired prior to transfer. Include the complete address (i.e. street number/FPO/Zip Code).
- i. BLOCK 19, PREVIOUS PERSONAL DECORATIONS: When listing personal decorations, be sure to include the inclusive dates of the award(s). List only "personal decorations." Do not list Letters of Commendation, campaign, unit, or service awards such as the Good Conduct Medal, National Defense Service Medal, Armed Forces Expeditionary Medal, or Meritorious Unit Citation, etc. A definition and listing of all personal decorations are contained in reference (a).

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j. BLOCK 22, NAME, GRADE, TITLE OF ORIGINATOR: Signed and dated by the Commanding Officer or Acting Commanding Officer only.

k. BLOCK 23, FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S): Only fill in the "via" command's title and leave other blocks blank. Do not use these blocks to show approval/disapproval within the command (i.e. Division Officer, Department Head, etc.). The via blocks are only used for ISICs and above to endorse the Commanding Officer's recommendation.

l. BLOCK 24, DISPOSITION OF BASIC RECOMMENDATION: DO NOT TYPE ANYTHING IN THIS BLOCK. This block is for the Awarding Authority to complete.

m. BLOCK 25, SUMMARY OF ACTION: This block is completed only for flag level Navy and Marine Corps Commendation Medals and above. It is not required for Flag Letters of Commendation and command awarded Navy and Marine Corps Achievement Medals. Do not use acronyms.

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(SAMPLE FORMAT, OPENING AND CLOSING STATEMENTS FOR FLAG LETTER
OF COMMENDATION CITATION MUST READ PER THE FORMAT BELOW)

The Commander, Navy Region Southwest takes pleasure in presenting a LETTER OF
COMMENDATION to

YEOMAN SECOND CLASS (SURFACE WARFARE)
JAMES A. RICHARDS
UNITED STATES NAVY

for service as set forth in the following

CITATION:

For outstanding performance of duty while serving as (JOB DESCRIPTION), Administrative
Department, Naval Air Station Lemoore, California from July 1995 to September 1998. Petty
Officer Richards performed his demanding duties in an exemplary and highly professional
manner.

(DESCRIBE ACTIONS)

Petty Officer Richards' professionalism and devotion to duty reflected credit upon him and were
in keeping with the highest traditions of the United States Naval Service. I take great pleasure in
commending him for a job "Well Done."

J. L. BETANCOURT
Rear Admiral, United States Navy
Commander, Navy Region Southwest

Note: Citation must be no more than 22 lines long. Use only
Times New Roman 12-point font.

Enclosure (2)

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SAMPLE
(CERTIFICATE)
NAVY AND MARINE CORPS ACHIEVEMENT MEDAL

(GOLD STAR IN LIEU OF THE SECOND AWARD)

AVIATION ELECTRICIAN'S MATE FIRST CLASS (AVIATION WARFARE) JAMES M. DOE, UNITED STATES NAVY
PROFESSIONAL ACHIEVEMENT AS (JOB DESCRIPTION) NAVAL AIR STATION NORTH ISLAND, SAN DIEGO,
CALIFORNIA FROM OCTOBER 1996 TO AUGUST 2000. PETTY OFFICER DOE

PETTY OFFICER DOE'S MANAGERIAL ABILITY, PERSONAL INITIATIVE AND
UNSWERVING DEVOTION TO DUTY REFLECTED CREDIT UPON HIM AND WERE IN KEEPING WITH THE HIGHEST
TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

20TH MONTH YEAR

FOR THE SECRETARY OF THE NAVY
J. L. BETANCOURT
Rear Admiral, United States Navy
Commander, Navy Region Southwest

Note: Maximum of 7.5 lines in the citation.

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SAMPLE
(CERTIFICATE)
NAVY AND MARINE CORPS COMMENDATION MEDAL

(GOLD STAR IN LIEU OF THE SECOND AWARD)

LIEUTENANT COMMANDER JOHN S. GREEN, SUPPLY CORPS, UNITED STATES NAVY
MERITORIOUS SERVICE AS (JOB DESCRIPTION), NAVAL AIR STATION NORTH ISLAND, SAN DIEGO,
CALIFORNIA FROM DECEMBER 1996 TO MARCH 1998. LIEUTENANT WALKER

BY HIS NOTEWORTHY ACCOMPLISHMENTS, PERSEVERANCE, AND DEVOTION TO DUTY, LIEUTENANT WALKER
REFLECTED CREDIT UPON HIMSELF AND UPHELD THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL
SERVICE.

14 TH	MONTH	YEAR	FOR THE SECRETARY OF THE NAVY
			Rear Admiral, United States Navy Commander, Navy Region Southwest

Note: Maximum of 7.5 lines in the citation.

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(SAMPLE FORMAT, OPENING AND CLOSING STATEMENTS FOR MERITORIOUS
SERVICE MEDAL CITATION MUST READ PER THE FORMAT BELOW)

The President of the United States takes pleasure in Presenting the MERITORIOUS
SERVICE MEDAL (Gold Star in lieu of the Second Award) to

COMMANDER JANE WILLIAMS
SUPPLY CORPS
UNITED STATES NAVY

for service as set forth in the following

CITATION:

For outstanding meritorious achievement as Head, Supply Department, Naval Hospital
Lemoore, California from July 1999 to February 2003. Commander Williams (Action
Description)

The exceptional professional ability, steadfast initiative, and selfless dedication to duty exhibited
by Commander Williams reflected great credit upon her and upheld the highest traditions of the
United States Naval Service.

For the President,

J. L. BETANCOURT
Rear Admiral, United States Navy
Commander, Navy Region Southwest

Note: Citation must be no more than 22 lines long. Use only
Times New Roman 12-point font.

Enclosure (5)

(SAMPLE FORMAT, OPENING AND CLOSING STATEMENTS FOR LEGION OF
MERIT CITATION MUST READ PER THE FORMAT BELOW)

The President of the United States takes pleasure in presenting the LEGION OF MERIT
(Gold Star in lieu of the Second Award) to

CAPTAIN
THOMAS D. SCOTT
UNITED STATES NAVY

for service as set forth in the following

CITATION:

For exceptionally meritorious conduct in the performance of outstanding service as
Commanding Officer, Naval Base Coronado, San Diego, California from May 1996 to October
1999. Captain Scott (Action Description)

Captain Scott's dynamic direction, keen judgment and inspiring devotion to duty reflected great
credit upon him and upheld the highest traditions of the United States Naval Service.

For the President

V. E. CLARK
Admiral, United States Navy
Chief of Naval Operations

Note: Citation must be no more than 22 lines long. Use only
Times New Roman 12-pitch font.